

SPORTS AUTHORITY OF INDIA

Special Area Games Centre
Gidhaur-811305, Jamui, (Bihar)
Ph.No & Fax No:-06348-251172 (O)

(Cost of Tender From Rs.200/- (Rupees Two Hundred only)

TENDER DOCUMENT FOR running mess for SAI SAG CENTRE, GIDHAUR.

Tender No:.....

Last date of receipt of Tenders: - 05-10-2016 at 15.00 Hrs.

Date & Time for Opening Tenders: - 05-10-2016 at 15.30 Hrs

1. Invitation of Bids.

1.1. Sports Authority of India, Special Area Games Centre, Gidhaur on the behalf of Director SAI NS Eastern Centre, Salt Lake City, Sector-III, Kolkata-700098 invites sealed tenders from reputed and registered Caterers having minimum three years experience in the filed of Catering services to Educational Hostel/ Sports institute / Centers with minimum annual turn over of **Rs 5.00 lakhs** from the catering business only, for a period of **1(One) year commencing from 15-10-2016**The bidders having experience of providing catering service to SAI, STC/ SAG /NCH shall be given preference.

1.2. The bidders are required to accept all terms & Conditions mentioned in the Tender Document. **SAI reserves the right to reject any or all offers without assigning any reason thereof.**

1.3. It is the responsibility of the bidders to read all items & conditions of the Tender document before filling the tender. **Incomplete Tender Documents or bids are liable to be rejected.**

1.4. Tenders received after the due date and time will not be entertained.

1.5. SAI also reserves the right not to accept the highest bid.

2. EARNEST MONEY DEPOSIT.

Offer for contract of running Mess for SAI SAG Centre, Gidhaur Trainees must be accompanied by a bank draft of the Nationalized / schedule Bank **for Rs.25, 000/- (Rupees Twenty five thousand only)** drawn in favour of **SAI SAG CENTRE** Payable at **GIDAHUR** as **Earnest Money**, which will be refundable in due course to the unsuccessful bidder with out any interest.

PLEASE NOTE THAT OFFERS NOT ACCOMPANIED BY THE REQUIRED EMD WILL BE DECLEARRED REJECTED.

Offer submitted with in complete information will not be considered and EMD will be forfeited .

The earnest money of the successful bidder is liable to be forfeited if the bidder does not fulfill the following terms and conditions.

i).The successful bidder shall start mess service for SAI SAG Centre Gidhaur within fifteen days from the date of receipt of letter conveying the acceptance of offer.

ii) Successful bidder has to execute an agreement within fifteen days from the date of receipt of draft contract and also deposit security money with in the stipulated period, which will be released on expiry of the contract.

The Earnest Money of the successful bidder will be refundable after completion of the above mentioned formalities, without any interest thereon.

3. SCHEDULES OF TENDER

3.1. The Tender Document will be available for sale between **10.00 Hrs to 13.00 Hrs** on all working days from **19-09-2016 to 03-10-2016** The intended bidders may purchases the same from cashier of Sports Authority of India by making payment of Rs 200/- (Two hundred only) in cash or through A/C payee Dement Draft / pay Order drawn in favour of SAI, SAG CENTRE, GIDHAUR.

3.2. Technical & Financial bids shall be **received up to 05-10-2016 by 15.00 Hrs**. The technical bids will be **opened on 05-10-2016 at 15.30 Hrs**.

3.3. The Financial Bid of only those bidders will be opened whose Technical bid are accepted by the Competent Authority. The date time and venue for opening of Financial Bids shall be communicated to the technically qualified bidders at a later date. **However, SAI Reserves the right for not inviting the unqualified bidders while opening the financial bids.**

3.4. **Any tender received after the date and time given above will not be entertained under any circumstances.**

3.5. **The competent authority reserves the right to reject any or all tender with out assigning any reason and shall not bind it self to accept any tender and reserved the right to call for fresh tender.**

4. PROCEDURE FOR SUBMISSION OF BIDS.

4.1. The Bids shall be submitted in three separate sealed envelopes as under:-

- a). Envelope A- should contain the bank Drafts (S) for the Earnest Money Deposit (EMD) along with details in (Annexure-I).
- b) Envelope B- should contain the Technical Bid Document, (Annexure-II). Tender Document duly signed by the bidder on each page and all necessary documents to be submitted along with the Technical Bid.
- c). Envelope C- should contain the Financial Bid Documents (Annexure-III).

4.2. All the three envelopes (i.e. envelopes A, B, C) should be submitted in a big cover duly sealed, addressed to the Centre In-charge, Sports Authority of India, Special Area Games Centre, Gidhaur and superscribed **“Tender for running mess for SAI SAG Centre, Gidhaur ”** The cover duly should also bear **the name and address of the bidder including telephone number. Tender duly completed as above may please be dropped in the Drop Box placed in a well accessible place.**

4.3. The bidder must put his seal and signature on each page of the bid and also attest all or corrections etc. if any, under his seal and signatures.

5. BIDDER QUALIFICATION

The bidder should have **minimum three years experience in the filed of providing catering service in Educational .sports institute/ center’s**. The minimum **annual turn over** of the prospective bidder should be **Rs 5.00 lakhs** per annum during the last three preceding years.

6. SCOPE OF WORKS

6.1. To provide hygienic food as per approved menu of SAI attached to this tender document as Annexure-III, which may be slightly altered as per the seasonal requirement time to time.

6.2. To arrange for serving fresh and hot food at the Dinning Hall at SAI SAG Centre, Gidhaur.

6.3. To provide all the cooking ingredients and/ or raw materials to be used should be fresh and of repute bands.

6.4. As far as possible all material to be paled used must be pre-packed and or repute band.

6.5. Additional serving material to be placed covered in casserole / hot cases.

6.6. The used utensils, trays, casserole are to be cleaned and to store in hygienic conditions without any delay. In no condition the used dishes are to be left over. They should be immediately cleaned and stacked in proper hygienic condition.

To facilitate the prospective bidder for running mess the Sports Authority of India SAG Centre Gidhaur will provide kitchen, Dinning Hall etc. Space for store Room for stocking various commodities as is where basis.

7. TERMS AND CONDITION OF CONTRACT

7.1 The bids must be accompanied with a bank Draft/Pay Order issued by any Nationalized / Scheduled Bank for **Rs.25,000/- (Rupees Twenty five thousand only)** in favour of SAI, SAG Centre, Gidhaur.

7.2 The Technical Bids shall be opened at Sports Authority of India, SAG Centre Gidhaur by a duly constituted committee in the presence of such Bidders or their authorized representatives who may be desire to be present at the time of opening of bids.

7.3 It is the responsibility of bidders to read all terms & conditions of this document carefully before filling the bid. Incomplete bid documents or bids not responsive enough to the terms and condition are liable to be rejected. **The bidder should sign undertaking along with the bid document that he has read the complete tender document and will abide by its terms & condition.**

7.4 The financial bids shall be opened at Sports Authority of India Netaji Subhas Eastern Centre, Salt Lake City, Kolkata-700098 and shall be evaluated on the basis of acceptance of menu and price as per schedule of requirement attached with Financial Bid. A Negotiation with the bidders is strictly prohibited.

7.5 The bid shall contain no erasures or overwriting expect as necessary to correct made by the Bidder, in which case such corrections shall be authenticated by the person or persons signing the bid.

7.6 Bid Documents are neither transferable nor cost of the bid documents is refundable under any circumstances.

7.7 The issuing of bid document shall not constitute that the bidders are automatically qualified.

7.8 If even after award of contract information/ facts submitted by the bidders are found misleading/ incorrect/ false etc. Director, Sports Authority of India, Netaji Subhas Eastern Centre, Salt Lake City Kokata-700098 reserves the right to terminate the contract.

7.9 The successful bidder has to furnish **interest free security deposited** of as amount of **Rs, 50,000/- (Rs .fifty thousand only)** in the form of account payee Demand Draft from a commercial bank drawn in favour of the **SAI SAG Centre** Payable at Gidhaur / Fixed Deposited Receipt / Bank Guarantee. This has to be given with in stipulated period as mentioned in the letter of award of Mess contract. The security deposited will cover entire period of the contract and will be released after 3 month from the date of conclusion of contract.

7.10 The Earnest Money Deposit will be refunded to the unsuccessful bidders within one month of the date of approval of the successful bidder without any interest.

7.11 However, The Earnest Money of the successful bidders will be liable to be forfeited, if he/ she does not fulfill any of the following condition:

(a). The successful bidder shall have to deposit security deposit within a period of 15 days of the receipt of the award letter. The security so deposited with Sports Authority of India, Special Area Games Centre shall not have any interest.

(b). Execution of the agreement on Rs.100/- (Rupees one hundred only) on non-judicial paper within stipulated period on receipt of award letter.

(c). To undertake the work from the specified date mentioned in the award letter.

7.12 In case of any dispute between the successful bidder and its employee, Sports Authority of India, Netaji Subhas Eastern Centre, Kolkata-700098 will have no responsibility and shall not be responsible for any compensation in any form to such employment to any of such employees during the currency of and / or after expiry of this agreement.

7.13 The successful bidder will have to provide food to Trainees of SAI SAG Centre Gidhaur as per the items and rate as given in **schedule of Requirement attached with price schedule / Financial Bid document to this Tender Document.**

7.14 The successful Bidder will be responsible for maintaining the furniture electrical, sanitary water connection and other fittings in proper working condition and in case of any fault, will be repaired at its own cost.

7.15 The furniture, if any, issued will be on a one time Basis, and it should be returned in good condition after expiry of the contract. Its maintenance will be responsibility of the bidder who will be responsible for any breakage and damage of these furniture.

7.16 The successful bidder will be responsible for the cleanliness of the Dining Hall, Kitchen and the surrounding areas. Disposal of Kitchen waste and other items will be outside the areas of the Sports Authority of India, Special Area Games Centre, Gidhaur at his own cost .

7.17 The successful bidder will not be allowed to use hard / coal/ wood and electricity for cooking purpose, cooking has to be done on LPG Fuel only.

7.18 The food supplied should be wholesome, hygienic, nutritious .The sports Authority of India, Special Area Games Centre Gidhaur reserves the right to take the assistance of any institution / Agency / Expert for guiding the successful bidder in this respect and advice of Director will be binding.

7.19 The successful bidder will not ensure compliance of all the relevant Provisions of the laws .

7.20 The successful bidder has to bring his own kitchen equipments, crockery and cutlery, utensils and other items as far as required preparing serving of food. All the items should be of good and standard quality and same are subject to surprise checking by Assistant Director/Centre In-charge Sports Authority of India, Special Area Games Centre, Gidhaur or his representative.

7.21 In case of food ,if found less in quantity or quality and not of standard quality or in unhygienic condition or not supplied in time a deduction of 10% will be made from monthly bill as penalty or as decided by the Asstt. Director / Centre In-Charge Sports Authority of India, Special Area Games Centre, Gidhaur, repeated fault may result in forfeiture of part or whole of security money and even termination of the contract Sports Authority of India, Special Area Games Centre, Gidhaur reserves the right to visit the existing or the past customers of the bidder to ascertain the quality of work performed by them and in case any negative report is received against the bidder, bid may be rejected, also in case any information provided by the bidder is found to be false, his/ her bid can be rejected and part or whole security forfeited.

7.22 That without prejudice to the right and privileges of the licensor , licensee during the tenure of the contract shall not transfer, assign or part with the premises or any portion there of permanently or temporarily to any other person / persons and shall not be allowed to take any person persons to share the accommodation or in partnership with out the prior written permission of the SAI, Nor shall be entitled to allow any person / persons to occupy the licensee permission or to use any part there of or create any right of any other person/ persons party licensee in the said premises.

7.23 The successful bidder shall not be entitled to put up any structure (permanent/ temporary) on the allotted space in case any such structure(s) in / are required to be put by the successful bidder for promotion of his / her business the successful bidder shall submit a detailed plan for approval of the SAI. No additional / alternation or structural changes would be allowed to be put up without the written prior approval of SAI.

7.24 That after expiry of the instant contract or if the contract is being terminated before the expiry, the successful bidder shall not remove its furnishing, Fitting, furniture utensils, raw material, cooking ingredients etc. without the prior written approval of Director Sports Authority of India, Netaji Subhas Eastern Centre, Salt Lake City Kolkata-98. Anyhow if successful bidder decides not to retrain all or any of his / her it's furnishing. Fitting, furniture utensils, raw material, cooking ingredients etc. The successful bidder shall remove the same peacefully with the prior written approval of Director SAI and restore the licensed space to the original condition at its own cost.

7.25 That the successful bidder shall not do anything in or outside the allotted premises, which may create nuisance or any cause of annoyance to the neighbor, the director and or to the visitors and sports person living / visiting the premises.

7.26 That sufficient number of lights points, power plugs, fan including exhaust fan will be provide by Sports Authority of India SAG Centre, Gidhaur. In case of any addition and alteration in the electrical installing work prior approval in writing of the Director Sports authority of India, Netaji Subhas Eastern Centre, Salt Lake City Kolkata-98.will have to be obtained by the successful bidder.

7.27 Only such of food and beverages etc. will be prepared as provide in menu including any additional items which have not been prohibited by ministry of Health of Sports Authority of India, Netaji Subhas Eastern Centre, Salt Lake City Kolkata-98. and other Govt. Agency.

7.28 The successful bidder shall arrange for removal of the garbage, the kitchen waste of any other type of refused or waste material every day at its own cost.

7.29 That the successful bidder shall maintain environmental hygiene and proper sanitation of the premises during all working hours. The successful bidder shall be found to abide by all the provisions of the prevention of food adulteration act as applicable in Bihar and such other General and local laws and rules and regulation existing therein or to be enacted of introduced hereafter.

7.30 That the successful bidder at its own cost shall arrange running hot water cupboards and all other incidental requirements in the kitchen including the fire proof arrangement. It will be the responsibility of the successful Bidder to comply with all the fire and / or fire-fighting norms and condition as laid down by the concerned authority including the relevant provisions of the relevant laws Sports Authority of India Netaji Subhas Eastern Centre, Salt Lake City, Sector-III, Kolkata-98 will not held in case of any eventuality.

7.31 That the washing of utensils etc. Including dishwashing shall not be permitted to stack at any place other than space in the kitchen provided for this purpose.

7.32 The successful bidder shall not encroach upon any area of vacant land or constructed portion other then allotted portion for any purpose.

7.33That no public telephone shall be arranged /provided in canteen without obtaining prior approval of the Director Sports Authority of India, Netaji Subhas Eastern Centre, Salt Lake City, Sector-III ,Kolkata--700098.

7.34 Sports Authority of India, Netaji Subhas Eastern Centre, Salt Lake City, Sector-III ,Kolkata-98 reserves right to reserves its menu as per seasonal requirement and no extra payment will be made for the same.

7.35 The successful bidder shall be responsible for the safety of the SAI SAG, Centre, Gidhaur and his own employees, In case of any injury to any SAI SAG, Centre, any persons or damages caused to the property of Sports Authority of India, SAG centre, Gidhaur as result of this contract activities, the successful bidder shall be solely responsible to pay compensation for such injury and / or damage as may be required under the law. In case of any court case or challan by the police or any local authority or any other party competent to take such action, the successful bidder shall be sole responsible for defending the cases before the curt of law and / or to ensure compliance with the summons /challan served in this behalf.

7.36 The successful bidder will submit bill in duplicate by 5th each month along with attendance sheet of SAI SAG Centre, Gidhaur duly signed by each trainees, verified by the concerned Coach and recommended by the Hostel / Camp In-charge to the Asstt Director/ In-Charge SAI SAG, Centre, Gidhaur. The payment will be as far as possible made within 10 days from the date of receipt of bill after deduction tax as from the date of receipt of bill after deduction tax as rules through A/C payee cheque.

7.37 These are only proposed draft terms & conditions and can be modified / changed or added at the time of finalization and signing the agreement.

7.38 The Earnest Money of the successful bidder will be refunded after depositing of the security money against the contract, however, the same will not carry any interest.

7.39 Condition/ incomplete/ offers not conforming to tender document will be rejected.

7.40 Arbitration clause to be inserted at the time of final Agreement.

8. INSTRUCTIONS FOR BIDDER

8.1 The intended bidders should visit the premises to be given in the complex of Sports Authority of India, Special Area Games Centre, Gidhaur before bidding to quote reasonable licence fee.

8.2 The intended bidder is required to submit an undertaking that **'Staff deployed at the Centre in terms of this contract at all time will remain the employees of the agency exclusively and they shall not be entitled to claim employment or permanency of job in the Sports Authority of India or any other direct or indirect claim on SAI on the non-judicial paper duly attested by the concerned authority along with "TECHNICAL BID" offer without the said undertaking, the bid will not be considered.**

8.3 The intended bidder is also required to **submit Solvency certificate of minimum of Rs.5.00 lakh issued by the Nationalized Bank or Collector along with "TECHNICAL BID" offer without the said Certificate will not be considered.**

8.4 It is intended on the part of prospective bidder to submit offer for providing Food as per the Menu & rates approved for the same.

Certified that / We have gone through the contents of the Tender form point wise and thereby convey our acceptance to abide by all the terms and conditions mentioned in the tender documents.

Signature_____

Name (In Block letters) _____

Designation_____

Name of the firm_____

Address_____

Telephone No_____

Date:-.....

SPORTS AUTHORITY OF INDIA
SPECIAL AREA GAMES CENTRE
GIDHAUR:-831105, JAMUI (BIHAR)

BIDDING DOCUMENT FOR RUNNING MESS FOR TRANIEES OF SPORTS AUTHORITY OF INDIA, SPECIAL AREA GAMES CENTRE , GIDHAUR:-831105.

PARTICULARS OF EMD

5.1. NAME OF AGENCY _____

5.2. PERIOD OF SALE OF TENDER DOCUMENT _____

5.3. LAST DATE & TIME FOR RECERPIPT OF
TENDER _____

5.4. TIME & DATE OF OPENING OF TENDER _____

5.5. PLACE OF OPENING OF BID _____

5.6. DETAILS OF EMD:-

a) AMOUNT : _____

b) NAME OF BANK: _____

c) PAY ORDER / . BANK DRAFT NO & DATE: _____

(SIGNATURE OF BIDDERS OR HIS AUTHIRIZED SIGNATORY AGENCY ALONG WITH SEAL)

Those who are down loading the Tender Form from our Website, the details of Demand Draft. / pay Order cost of Tender form may be furnished as follows:

A).Name of Agency/ Tendered:-

(i). Amount:

(ii). Name of Bank:

(iii) Pay Order / Demand Draft No. & Date:

SPORTS AUTHORITY OF INDIA

SPECIAL AREA GAMES CENTRE

GIDHAUR:-831105, JAMUI (BIHAR)

TECHNICAL BIDDING DOCUMENT FOR RUNNING MESS FOR TRAINIIES IN SPORTS AUTHORITY OF INDIA, SPECIAL AREA GAMES CENTRE , GIDHAUR:-831105.

BID DOCUMENT NO:-.....

1. NAME OF BIDDER:-.....

2. ADDRESS OF BIDDER:-.....

3. DETAILS OF DOCUMENTS TO BE SUBMITTED.

(i). Details of permanent Account Number (PAN No.):.....

(Attach documentary proof):-

(ii). Three years experience of catering services:.....

(Attach documentary proof):-

(iii). Regn. No. of the Firm if any:.....

(Attach documentary proof):-

(iv). Total Turn Over during last 3 preceding years: duly certified by C.A.

(Attach documentary proof):-

(v). Certificate of Registration of Service Tax:

(Attach documentary proof):-

(vi). Annual turnover of last 3 proceeding year duly certified by CA.

(vii). Income Tax return for the last 3 preceding years:

(viii). Solvency Certificate for Rs.5.00 lakhs.

(Attach in original):-

(SIGNATURE OF BIDDER OR HIS AUHTORIZED SIGNATORY ALONG WITH SEAL)

Telex: _____

Telephone: _____

Fax No: _____

E-mail: _____

Website: _____

SPORTS AUTHORITY OF INDIA
SPECIAL AREA GAMES CENTRE
GIDHAUR:-831105, JAMUI (BIHAR)

BIDDING DOCUMENT FOR RUNNING MESS FOR TRANIEES IN SPORTS AUTHORITY OF INDIA, SPECIAL AREA GAMES CENTRE , GIDHAUR:-831105.

PRICE SCHEDUL / FINANCIAL BID

(To be utilized by the bidders for quoting their prices)

1. No bidder will be permitted to alter to modify their bids after expiry of the deadline for receipt of the bids.
2. The Financial Bid should be valid for a period of 180 days from opening of the financial Bids.
3. The rates /cost should be quoted inclusive all types of taxes

BID PARTICULARS FOR TENDER NO:-

1. NAME OF BIDDER:.....
2. ADDRESS OF BIDDER:.....
.....
.....
3. Amount of license fee:
(Monthly License fee to be quoted)

(Signature of bidder or his auhtorized signatory with seal)

Telex: _____

Telephone: _____

Fax No: _____

E-mail: _____

Website: _____

Schedule of Requirement.

Menu for SAI STC/ SAG Centre @ Rs. 225/- per head.

Meal	Food item	Qty. As per the sanctioned diet
Bed Tea	Tea	1 cup
	Biscuit	2 nos.(20 gm)
Breakfast	Bread	Bread (reputed brand)
	Butter	
	Jam	
	Milk with sugar	200 ml
	Eggs	2 nos
	Cornflakes	
	Table banana Singapore	2nos
Lunch	Rice	
	Grees Salad	
	Dal/ Dal (Sambar)	
	Vegetables	
	Curd	
	Fish/ Meat	
	Fruit	1 no
	Real Fruit Juice	1 Pkt
Evening	Mill with Bournvita/ Horlicks	200 ml
	Biscuits	2 nos
Dinner	Chapati / Rice	
	Dal	
	Vegetables	
	Mutton/Chicken/ Egg	
	Sweet dish	

I accept to provide the food as per menu and rates.

(SIGNATURE OF BIDDER OR HIS AUTHORIZED SIGNATORTY ALONG WITH SEAL)